

Chapter 7 - Adoption Reports

Adoption Reports

The juvenile reports screen is used to produce reports that will assist the user in tracking cases. To access the juvenile report screen, insert RPT/ADP in the Next Tran line and press <Enter>.

Juvenile Next Tran Line:

NXT TRAN RPT TYPE ADP CASE NBR 00000000 _ PET 00000000 EVT _ PTY _
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The following screen will be brought back to you. Select the report option that you want to work with by entering an "X" next to the corresponding report and press <Enter>

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      R E P O R T   S E L E C T I O N      RELEASE DATE:  7/01/96
      | ADOPTION |

_ REPORT GENERATOR

_ ADOPTION CASE CARD
_ DISPOSITION STATUS REPORT
_ FORMAL PLACEMENTS NOT CONFIRMED
_ INVESTIGATIONS DUE
_ MASTER CASE LIST
_ NOTICE TO PROSECUTOR DUE
_ PUBLIC INFORMATION FORM DUE

F3 TO RETURN TO  PREVIOUS SCREEN   F6 SYSTEM COMMANDS

MP b 04/002
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\1N54QLS on Ne05:
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Following are explanations of the reports for each of the above reports.

Adoption Report Generator

The Report Generator was developed to allow user's to create specialized reports based on individual court needs.

Running the Report:

Enter an "X" next to Report Generator and press <Enter>. The system will return the following screen.

REPORT NAME REPORT GENERATOR SELECT USER ID ANGIE
PRESS F4 FOR A LIST OF REPORT NAMES 1-SELECT 4-DELETE

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By entering the name in the report name field, the computer will save the report you are going to run and store it with that name. If you run a report either weekly or monthly, this will save you from having to re-create the report each time you are running it.

If you do not want to name the report, just press <Enter> to bypass this screen and the system will display the following screen.

REPORT GENERATOR SELECTION
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT

CASE SCREEN

ADOPTION TYP		P CASE OPENED DATE			
S CASE STATUS	0	CASE CLOSED DATE			
P CASE NUMBER		DATE OF BIRTH			
DISPO CODE		DISPOSITION DATE			
P CASE TYPE		REOPEN DATE			
BIRTH NAME		RACE		GENDER	
WORKER		JURIST		ATTORNEY	
LEGAL STATUS		ADOP AGENCY		PLACEMENT	
		ZIP CODE		CITY	

EVENT SCREEN

EVENT TYPE		EVENT DATE		
LEGAL STATUS		RESULT		PLACEMENT
EVENT COMMENT				

PARTY SCREEN

ADOPTED NAME		PARTY TYPE	
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PRESS F3 TO CANCEL

21/050

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This screen allows you to choose the criteria that you want to see on your report. there are 3 options that can be used to select data.

1. S = Select - By entering an S to select, the system will only select cases that match the option that you are selecting. This will not print on your report. It will be shown in the heading of the report as a selection criteria for the data listed.
2. P = Print - By entering a P to print, the system will select cases that match the option and print it on the report.
3. 1-9 = Sort - By entering a number 1-9, the system will select cases that match the option, sort the cases in the order you entered 1-9 and print them on the report.

After you have entered all of your selections, press <Enter>. The system will generate the report.

Following is the output from the report.

TEST COUNTY CIRCUIT COURT/FAMILY DIVIS			RUN DATE : 09/10/2003
TEST CTY. COMPLEX 255 CLAY ST.			CONTACT : TEST, TEST,
TEST MI 48446			PHONE # : 810/667/0270
PAGE 1			
STATUS = 0			
CASE NUMBER	CASE TYPE	CASE OPENED	
00000024-01	AD	1/01/2001	
00000024-02	AD	1/01/2001	
00000045-00	AD	7/19/2000	
00000111-01	AD	1/01/2000	
00000111-02	AD	1/01/2000	
00005236-00	AF	10/01/1996	
00009191-00	NB	12/15/1999	
00009192-00	AD	1/15/2000	
00045454-00	AD	1/01/2001	
00111111-00	AD	8/18/2001	
00123456-00	AD	1/01/2000	
00333333-00	AD	1/01/2000	
00333678-00	AD	2/01/2001	
00333679-00	AD	2/01/2001	

Adoption Case Cards

This report prints a case card for each case that falls within the selected date range. Cards are printed in birth name sequence. If there is an adopted name, this name will also be printed. A second card will be produced to allow cross referencing a case by birth or adopted name.

Running the Report:

Enter an "X" next to Adoption Case Cards and press <Enter>. The system will return the following screen.

RELEASE DATE: 02/01/97
VERSION: 1.0

A C S E C R D S

ENTER THE BEGINNING DATE IN MMDD CCYY FORMAT ____

ENTER THE ENDING DATE IN MMDD CCYY FORMAT ____

MP b MW 06/048
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Enter the date range that you want the system to search and press <Enter>, the system will generate the report.

Following is an example of the output from this report.

CASE NUMBER: 01000026	CASE TYPE: AD	DATE FILED: 1/01/2001
BIRTH NAME		
ADOPTED NAME		
JUDGE TEST, TEST	WORKER	

Disposition Status Report

This report lists cases that have not been disposed. Listed on the report is the case number, name, file date and the age of the case (from file date to ending date of the report).

Running the Report:

Enter an "X" next to Disposition Status Report and press <Enter>. The system will return the following screen.

Undisposed Matters

Ending date MMDD CCYY

Leave blank for All Undisposed Matters

F3 EXIT NO ENTRY

MB b MW 08/044

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Enter the ending date or leave blank for all undisposed matters and then press <Enter>, the system will generate the report.

Following is an example of the output from this report.

P44		DISPOSITION STATUS REPORT			PAGE NO	
ADOPDISPO		TEST COUNTY PROBATE COURT				
		TEST CTY. COMPLEX 255 CLAY				
		TEST MI 48446			RUN DATE 09/10/2003	
		END DATE: 9/10/2003				
CASE #	SFX	TYPE	NAME	FLE/EVT DT	AGE	
00000928		AD	ADOPTION CASESUM, ,	01/01/1875	47004	
00100018		AD	ADOPTION CASESUM, ,	04/01/2000	1257	
00161610		AD	ADOPTION CASESUM, ,	01/01/1910	34220	
00333331		AD	ADOPTION CASESUM, ,	08/03/2000	1133	
00333360		AD	ADOPTION CASESUM, ,	00/00/0000		
00333364		AD	ADOPTION CASESUM, ,	00/00/0000		
00333406		AD	ADOPTION CASESUM, ,	09/06/2000	1099	
00333451		AD	ADOPTION CASESUM, ,	02/01/2000	1317	
00333461		AD	ADOPTION CASESUM, ,	04/01/2000	1257	
00333489		AD	ADOPTION CASESUM, ,	05/02/2000	1226	

Formal Placements Not Confirmed

This report lists cases in which children have been formally placed and more than five months have elapsed and the adoption has not been confirmed.

Running the Report:

Enter an "X" next to Formal Placements Not Confirmed and press <Enter>. The system will generate the report. No additional data entry is required.

Following is an example of the output from this report.

P44	FORMAL PLACEMENTS NOT CONFIRMED				PAGE	1
ANOTCON	TEST COUNTY PROBATE COURT				RUN DATE:	09/10/2003
	TEST CTY. COMPLEX	255 CLAY ST.			TEST, TEST	
	TEST	MI 48446			PHONE # :	810/667/0261
CASE NBR SFX	TYPE	PLACEMENT DATE	DAYS ELAPSED	PLACEMENT		
00960828	AF	8/30/1996	567	CA09043		

Investigations Due

This report lists cases in which an investigation was ordered, but has not been completed within sixty (60) days. If the event type of **OFI** has been entered and no **IPR** event type has been entered and more than 60 days elapses, the case will appear on the report.

Running the Report:

Enter an "X" next to Investigations Due and press <Enter>. The system will generate the report. No additional data entry is required.

Following is an example of the output from this report.

P44	INVESTIGATIONS ORDERED/NOT REPORTED	PAGE 1
AINVDUE	TEST COUNTY PROBATE COURT	RUN DATE: 09/10/2003
	TEST CTY. COMPLEX 255 CLAY ST.	TEST, TEST
	TEST MI 48446 PHONE # : 810/667/0261	

CASE NBR	SFX	TYPE	INVESTIGATION ORDERED	DAYS ELAPSED	PLACEMENT
00970801		AD	9/10/1997	191	Adopting Parent
01000021		AD	1/01/2000	348	
01000068		AB	1/01/2001	982	
98002239		AD	1/01/2000	348	

Master Case List

This report lists active cases within a specific time frame. The report can also be ran by worker.

Running the Report:

Enter an "X" next to Master Case List and press <Enter>. The system will return the following screen.

RELEASE DATE: 11/97
VERSION: 1.0

MASTER CASE LIST

ENTER THE BEGIN DATE IN MMDD CCYY FORMAT ____ ____ FIELD EXIT FOR ALL CASES

ENTER THE END DATE IN MMDD CCYY FORMAT ____ ____

ENTER WORKER NUMBER ____ FIELD EXIT FOR ALL WORKERS

F3 EXIT NO ENTRY

MA b MW 06/047

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Enter the date range or leave blank for all cases and enter the worker number or leave blank for all workers and then press <Enter>, the system will generate the report.

Following is an example of the output from this report.

J44	MASTER CASE LIST					PAGE	1
AMASTLST	CLOSED CASES						
AMSTLST	TEST COUNTY CIRCUIT COURT/FAMILY DIVIS					RUN DATE :	09/10/2003
	TEST CTY. COMPLEX 255 CLAY ST.					CONTACT :	TEST, TEST
	TEST MI 48446					PHONE # :	810/667/0270
	DATE RANGE: - 9/10/2003						
	S					NEXT	NEXT
	T					ACTION	ACTION
	A	CASE	SFX	CASE	BIRTH	ATTORNEY	
DATE FILED	T	NUMBER		TYPE	NAME		

1/10/1997	C	97000012	02	AD	TEST, TEST,	AARON	
9/25/2001	C	01000105	00	AM	TEST, TEST,		
1/01/2001	C	01000014	00	AF	TEST, TEST,		
9/25/2001	C	01000108	00	AY	TEST, TEST,		
7/01/2001	C	01000084	00	AD	TEST, TEST,	MISSAD	
4/01/2000	C	01000020	00	AD	TEST, TEST,	ZALESKI	
6/27/1995	C	00950395	00	AC	TEST, TEST,		
2/01/2000	C	01000023	00	AD	TEST, TEST,		
2/01/2000	C	01000022	00	AD	TEST, TEST,	ZALESKI	

Notice to Prosecutor Due

This report lists AD case type cases in which 35 days have elapsed since the filing of a temporary adoption and no petition to adopt has been filed.

For a case to appear on this report, enter event type of **CTC** on the event screen. The report looks for the event code APF or DPA to remove a case from this report. If either of these codes is not entered and 35 days elapses, the case will appear on this report.

Running the Report:

Enter an "X" next to Notice to Prosecutor Due and press <Enter>. The system generate the report, no other data entry is required.

P44	NOTICE TO PROSECUTOR LIST	PAGE	1
APROSNOT	TEST COUNTY PROBATE COURT	RUN DATE:	09/10/2003
	TEST CTY. COMPLEX 255 CLAY ST.	TEST,TEST	
	TEST MI 48446	PHONE # :	810/667/0261

CASE NBR SFX	TYPE	CTC FILED	DAYS ELAPSED	PLACEMENT
01000090	AD	4/15/2002	513	

Public Information Form Due

This report lists cases in which the event type of **ADO** has been entered and the event type of **PIF** has not been entered and more than fifteen (15) days have elapsed.

Running the Report:

Enter an "X" next to Public Information Form Due and press <Enter>. The system generate the report, no other data entry is required.

P44	PUBLIC INFORMATION FORM DUE.	PAGE 1
APIFDUE	TEST COUNTY PROBATE COURT	RUN DATE: 09/10/2003
	TEST CTY. COMPLEX 255 CLAY ST.	TEST, TEST
	TEST MI 48446	PHONE # : 810/667/0261

CASE NBR	SFX	TYPE	ADOPTION CONFIRMED	DAYS ELAPSED
01000021		AD	6/17/2002	450
01000084		AD	2/28/2002	559
01000093		AO	2/15/2002	572
02000252		AD	4/01/2003	162
02000255		AO	7/25/2003	47
02002223		AD	6/20/2002	447
02002777		AC	1/01/2002	617
03000725		AD	7/28/2003	44
03000729		AO	7/07/2003	65
03070201	1	AD	6/25/2003	77
03070201	2	AD	6/25/2003	77